

# 2017 ADSSP Grants Orientation

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# Agenda

- Welcome and Introductions
- Brief Grant Project Presentation (2-3 minutes each)
- Overview of Cooperative Agreement
- Review of Project Planning Phase
- Reporting Requirements
- Questions and Discussion

# Cooperative Agreement

A Cooperative Agreement provides for the substantial involvement and collaboration of AoA/ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

# Project Planning Phase

During the planning phase, the grantee develops a revised work plan, based on the work plan contained in the original application, that will accomplish the grant's goals and objectives.

In addition, the grantee develops a detailed evaluation plan based on the revised work plan.

During the planning phase, a grantee may access up to 15% of their federal funds.

The revised work plan and evaluation plan must be formally approved in GrantSolutions by an ACL Project Officer in order for a grantee to move to the Implementation Phase.

# Project Planning Resources

Work plan and evaluation plan resources at <https://nadrc.acl.gov/node/91>:

- Webinar
- Work plan templates (Excel and Word)
- Work plan tips
- Sample work plan
- Evaluation plan templates (Excel and Word)
- Sample evaluation plan

## IMPORTANT:

Data reported needs to be cumulative from the beginning of the grant, not specific to the reporting period

# Reporting Requirements

## 1. Semi-Annual and Final Reports

- Direct services provided
- OMB Demographic Data Reporting
  - <https://nadrc.acl.gov/node/106>)
- Narrative Report
  - <https://www.acl.gov/sites/default/files/grants/ACL-PPR-Instructions-OMB-Exp.pdf>

## 2. SF-425 Financial report

- A calendar of due dates will be provided
- Submit through GrantSolutions, unless otherwise noted
- For questions, ask project officer and Resource Center staff

# PWD and CG Persons Served Data Reporting

## Total Served

- Age
- Gender
- Geographic Location
- Ethnicity
- Race
- Minority Status
- Military Status
- Relationship to Caregiver (person with dementia only)
- Living Arrangement (person with dementia only)



# Age, Gender, Geographic Location

Grantee name			
Grant ID			
Reporting period (start date - end date)			
Report submission date			
ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
	PWD	Caregiver	Total
TOTAL SERVED			0
Age			
Under 60			0
60+			0
Age missing			0
Gender			
Female			0
Male			0
Gender missing			0
Geographic location			
Urban			0
Rural			0
Geographic location missing			0

# Ethnicity, Race, Minority Status

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>			0
<b>Ethnicity</b>			
Hispanic or Latino			0
Not Hispanic or Latino			0
Ethnicity missing			0
<b>Race</b>			
American Indian or Alaskan Native			0
Asian or Asian American			0
Black or African American			0
Native Hawaiian or other Pacific Islander			0
White			0
Race missing			0
<b>Minority Status</b>			
Minority			0
Not minority			0
Minority status missing			0

To be determined by project staff, not participant

# Example: Participant who checks more than one race

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>	1		1
<b>Ethnicity</b>			
Hispanic or Latino	0		0
Not Hispanic or Latino	1		1
Ethnicity missing	0		0
<b>Race</b>			
American Indian or Alaskan Native	0		0
Asian or Asian American	1		1
Black or African American	1		1
Native Hawaiian or other Pacific Islander	0		0
White	0		0
Race missing	0		0
<b>Minority Status</b>			
Minority	1		1
Not minority	0		0
Minority status missing	0		0

*For illustration purposes only; in practice this worksheet will show aggregate data*

# Example: Aggregate data with multiracial participant

	PWD
<b>TOTAL SERVED</b>	100
<b>Ethnicity</b>	
Hispanic or Latino	10
Not Hispanic or Latino	90
Ethnicity missing	0
<b>Race</b>	
American Indian or Alaskan Native	0
Asian or Asian American	10
Black or African American	11
Native Hawaiian or other Pacific Islander	0
White	80
Race missing	0
<b>Minority Status</b>	
Minority	25
Not minority	75
Minority status missing	0

Total of 100 persons with dementia served

Adds up to 100

Does NOT add up to 100 because one participant checked Asian or Asian American AND Black or African American

Adds up to 100

# Military Status, Relationship to Caregiver, Living Arrangement

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>			0
<b>Military Status</b>			
Served in the military			0
Has not served in the military			0
Military status missing			0
<b>Relationship to caregiver</b>			
Spouse or partner			0
Parent			0
Other caregiver			0
No caregiver			0
Relationship Missing			0
<b>Living arrangement</b>			
Lives alone, has an identified caregiver			0
Lives alone, no identified caregiver			0
Does not live alone			0
Living arrangement missing			0

# Review Data for Inaccuracies

The following slide provides an example of accurate and inaccurate data reporting.

Without accurate data, the National Alzheimer's and Dementia Resource Center is not able to report on the persons served for that grant or include the data in the annual aggregate report to ACL/AoA.

# How to Check for Inaccurate Data

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>	20	30	50
<b>Age</b>			
Under 60	15		
60+	10		
Age missing	0		
<b>Gender</b>			
Female	15		
Male	5		
Gender missing	0		
<b>Geographic location</b>			
Urban	5	5	10
Rural	10	15	25
Geographic location missing	5	10	15
<b>Ethnicity</b>			
Hispanic or Latino	10	10	20
Not Hispanic or Latino	10	20	30
Ethnicity missing	0	0	0
<b>Race</b>			

*PWD - Age*  
numbers are  
NOT accurate  
*Should add up  
to 20*

*Geographic  
location -  
Urban numbers  
DO add up  
correctly*

# Professionals Trained

Report total number trained in each category:

- Information and referral providers, options counselors
- Case managers, care coordinators, discharge planners
- Direct care workers (certified nursing assistants, personal care attendants, companions)
- Healthcare providers (physicians, nurse practitioners, nurses)
- Health educators, interventionists
- First responders
- Clergy, other members of faith community
- Legal professionals
- Community businesses (banks, retail stores, pharmacies, cafés)
- Other



# Professionals Trained

1	Grantee	0
2	Grant ID	0
3	Reporting period (start date - end date)	0
4	Report submission date	0
5	ALL LIGHT GREEN CELLS SHOULD BE COMPLETED	
6		Number of persons trained
7	PERSONS TRAINED	
8	Information and referral providers, options counselors	
9	Case managers, care coordinators, discharge planners	
10	Direct care workers (certified nursing assistants, personal care attendants, companions)	
11	Health care providers (physicians, nurse practitioners, nurses)	
12	Health educators, interventionists (providing training to PWD or caregivers)	
13	First responders	
14	Clergy, other members of faith community	
15	Legal professionals	
16	Community businesses (banks, retail stores, pharmacies, cafes, etc)	
17	Other	

# ADSSP Expenditures and Direct Services Requirement

ADSSP grants are required to provide:

- 25% match in Year 1
- 35% match in Year 2
- 45% match in Year 3 and subsequent years

Grantees are required to expend not less than 50% of grant funds on the provision of direct services.

Grantees are required to expend no more than 10% of grant funds on administrative expenses.

# Services & Expenditures

1	Grantee	0		
2	Grant ID	0		
3	Reporting period (start date - end date)	0		
4	Report submission date	0		
5	ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
6	<b>Services &amp; Expenditures</b>	Total Units of Direct Service Delivered	Percentage of Funds Spent on Direct Service Expenses	Percentage of Funds Spent on Administrative Expenses
7				
8	<b>ADSSP grants:</b> It is a statutory requirement that at least 50% of grant funds be spent on direct service costs and that no more than 10% of funds be spent on administrative costs.			
9	<b>ADI grants:</b> It is required that at least 30% of the first year budget, 40% of the second year budget, and 50% of the third year budget be spent on direct service costs.			
10	<p><i>If your project has not met these requirements by the end of this reporting period</i> (reflected in the numbers above), please describe -- in the box to the right -- why the project has not met these requirements and confirm that the project will meet these requirements by the end of the grant.</p>			

IMPORTANT:

Data must be submitted  
as an Excel file.

*NO PDF files please!*

- Grantees participate in NADRC facilitated technical assistance webinars
- Archive of past webinars is available on the NADRC website: <https://nadrc.acl.gov/guides-and-presentations>

# Cluster Meetings

- Periodically, grantees from the same state will have a conference call to discuss their various projects.
- The purpose of these calls is to ensure grantees are aware of other resources for people with dementia and their caregivers in their states and that grantees are not duplicating efforts in the same geographic area.
- The Resource Center will work with the grantees to set up these quarterly calls.

# Find Resource Center Materials at nadrc.acl.gov

https://nadrc.acl.gov/ National Alzheimer's and Dementia Resource Center

Search

NADRC HOME REPORTS AND TOOLKITS WEBINARS AND TRAINING QUALITY ASSURANCE AND MEASURES GRANTEE REPORTING TOOLS

## National Alzheimer's and Dementia Resource Center

The Administration on Aging/ Administration for Community Living (AoA/ACL) funds the National Alzheimer's and Dementia Resource Center (NADRC). The goals of the NADRC include, but are not limited to, the provision of expert technical assistance to AoA/ACL and its grantees, as well as making program information and resources available to individuals and organizations outside the Alzheimer's grantee community.

Resource center staff provide individualized technical assistance to grantees and AoA/ACL program staff when requested. This assistance can include consultation on specific topics related to Alzheimer's disease or dementia, grant reporting requirements and submission process, or other topics requested by grantees. The expertise of the Resource Center team is broad, with combined experience and knowledge related to a variety of topics including, dementia-capable systems, supportive services for people with dementia and caregivers, evidence-based caregiver interventions, behavioral interventions for people with dementia, data collection and reporting, and program evaluation. The Resource Center also provides other types of technical assistance such as, educational webinars on issues related to Alzheimer's disease and dementia and learning collaborative groups where grantees and/or their community partners meet in topic specific groups to learn more about the issue, develop useful related resources, and engage in peer support and collaboration.

Learn more about the [ACL/AOA programs supported by the NADRC](#): Alzheimer's Disease

### Recently Added Items

Displaying 1 – 15 of 93

- [2017 NADRC: Article Resource List: June 2017](#)
- [2014 NADRC: ADSSP 2014 Project Profiles](#)
- [2014 NADRC: ADI-SSS 2014 Project Summaries](#)
- [2017 NADRC: Translating Evidence-Based Dementia Interventions to the Community: Experience of the Administration on Aging's ADSSP Grantees](#)
- [2017 NADRC Webinar: Methods and Techniques for Early Dementia Screening for People with Intellectual and Developmental Disabilities \(March 7, 2017\) \(LINK\)](#)
- [2017 NADRC: Guide for Professionals on Practical Strategies for Persons with Dementia Living Alone \(PDF\)](#)

Contact your assigned TA liaison through the National Alzheimer's and Dementia Resource Center and ACL Project Officer.



## Questions and Discussion